INSTRUCTIONS FOR USING SONA
AS A RESEARCH PARTICIPANT

How do I log in to the system?

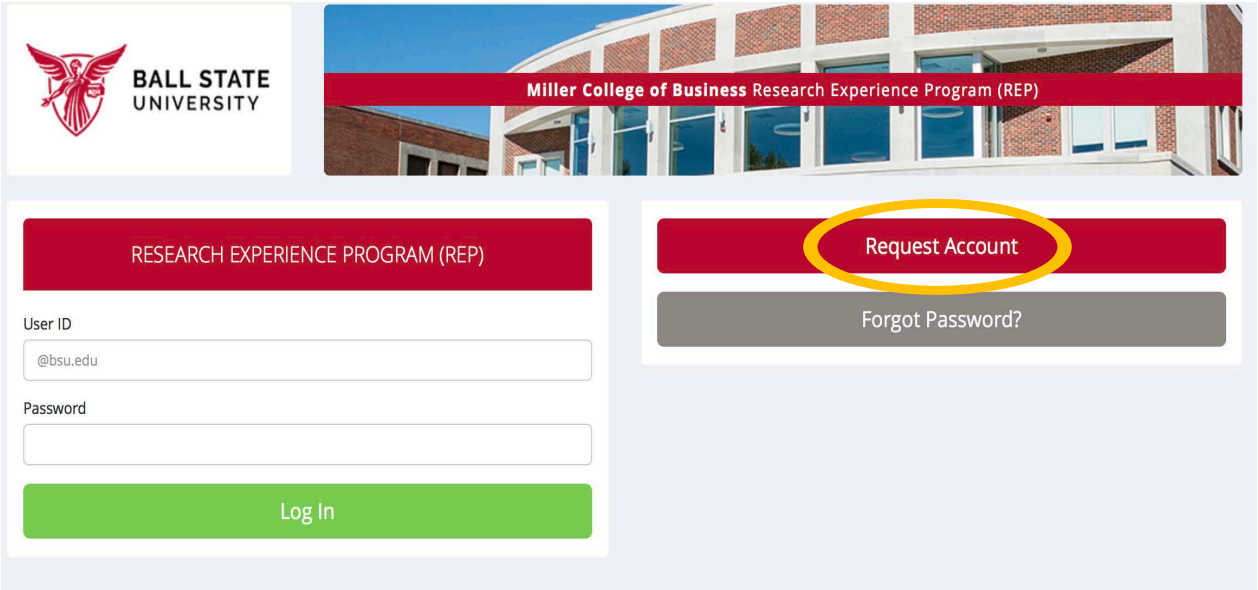
Follow this URL: https://bsu-miller.sona-systems.com

Can I access Sona through my smartphone?

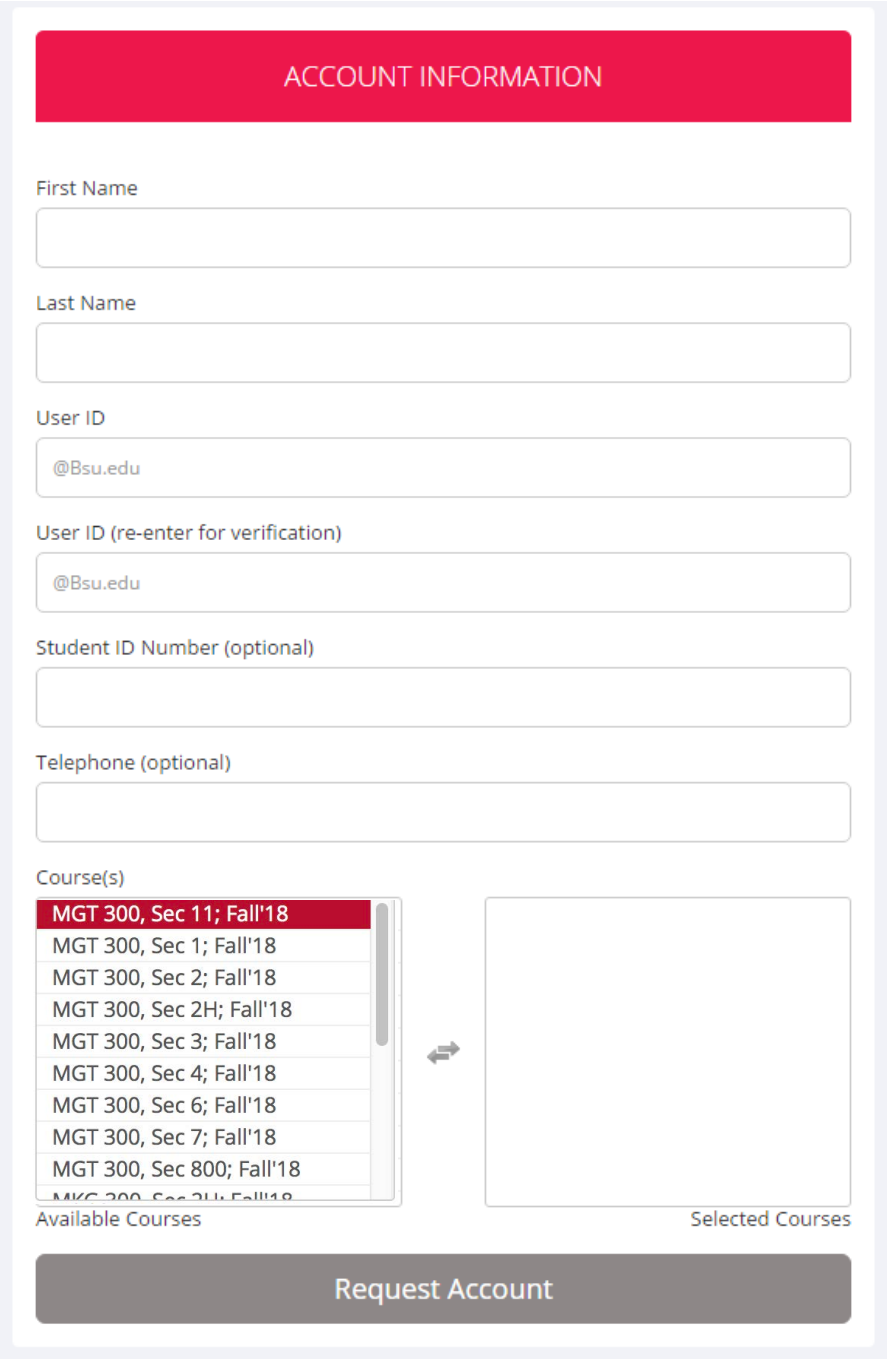
Yes! You can download the mobile app. It is called "Sona Mobile" and it is free.

How do I set up an account?

After entering the Sona login page with the URL above, you will click "Request Account"



On the Request an Account page, you will enter your user information and select your courses. Be sure your User ID matches your Ball State email account.



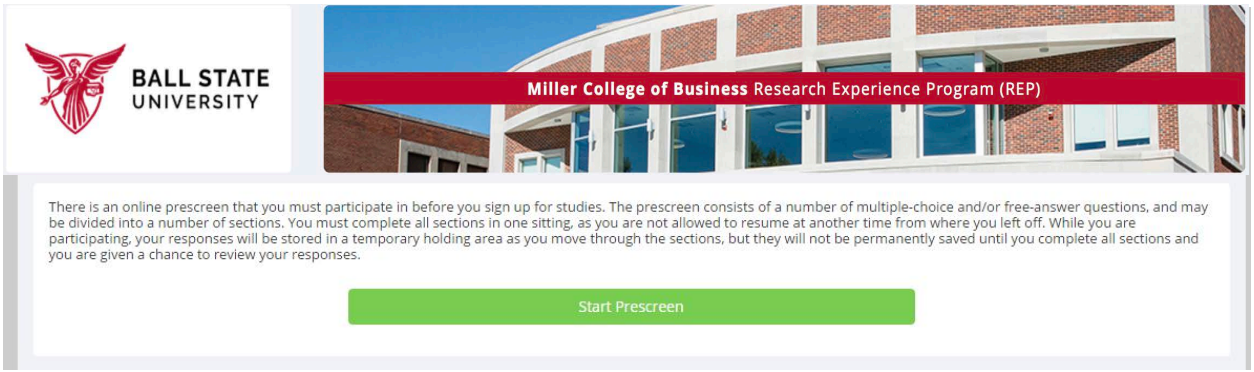
After entering this information, you will receive an email from SONA that includes your username, password, and link to the SONA website. If you have not received this email, you can click the "Lost your password?" link on the login screen at https://bsu-miller.sona-systems.com and follow the email instructions. For security reasons, you should not use your BSU password for the Sona system.

How do I change my email address/password?

These changes can be made in the "My Profile" tab

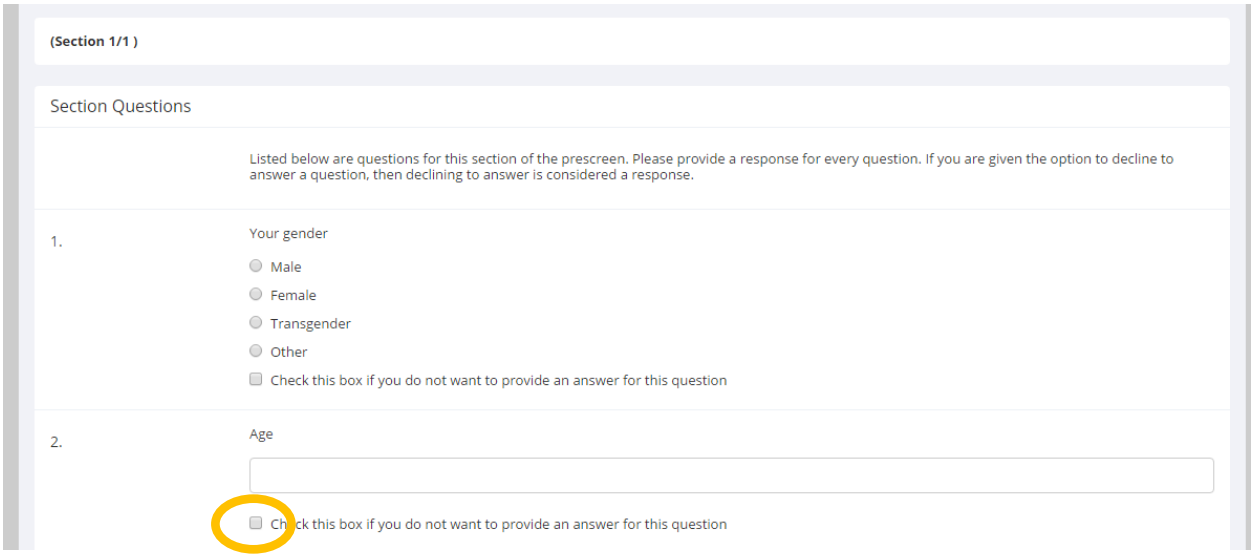
How do I complete the prescreen?

When you log in to Sona for the first time, you will see the following message (or a similar one):



Please note the prescreen is not required, <u>but in order to be eligible for many studies</u>, <u>you must have completed the prescreen</u>. You must click "Start Prescreen" even if you wish to skip it.

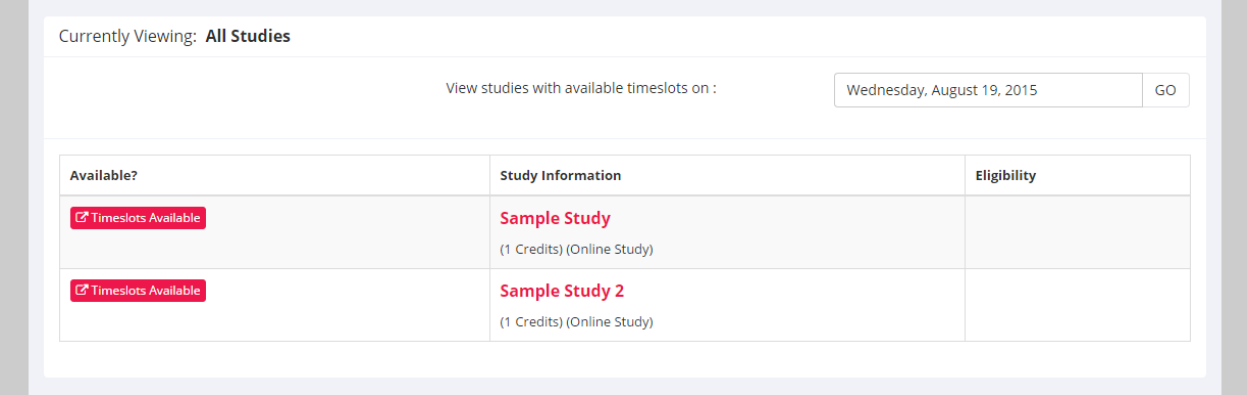
Here is a sample prescreen survey:



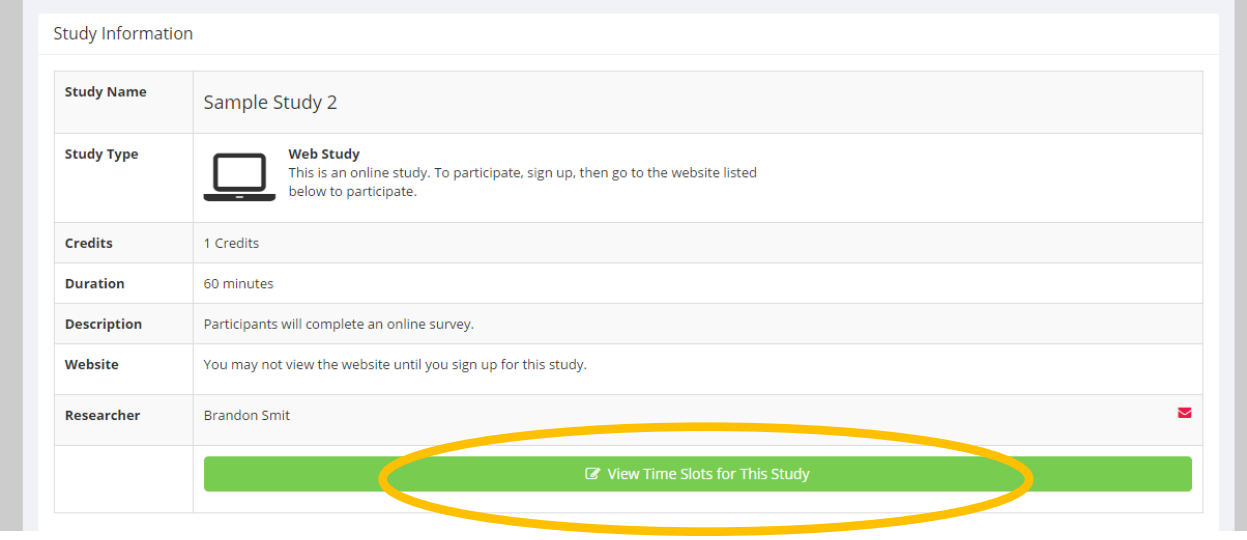
Note you can check the box if you'd prefer not to respond, but this may make you ineligible for studies.

How do I sign up for studies?

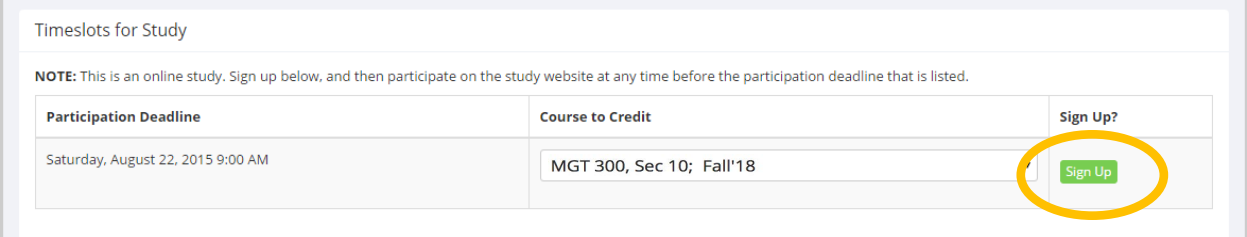
Click "Study Sign-Up" on the home page to view a list of available studies.



From this screen, you can click on the study title to learn more about it (see below).

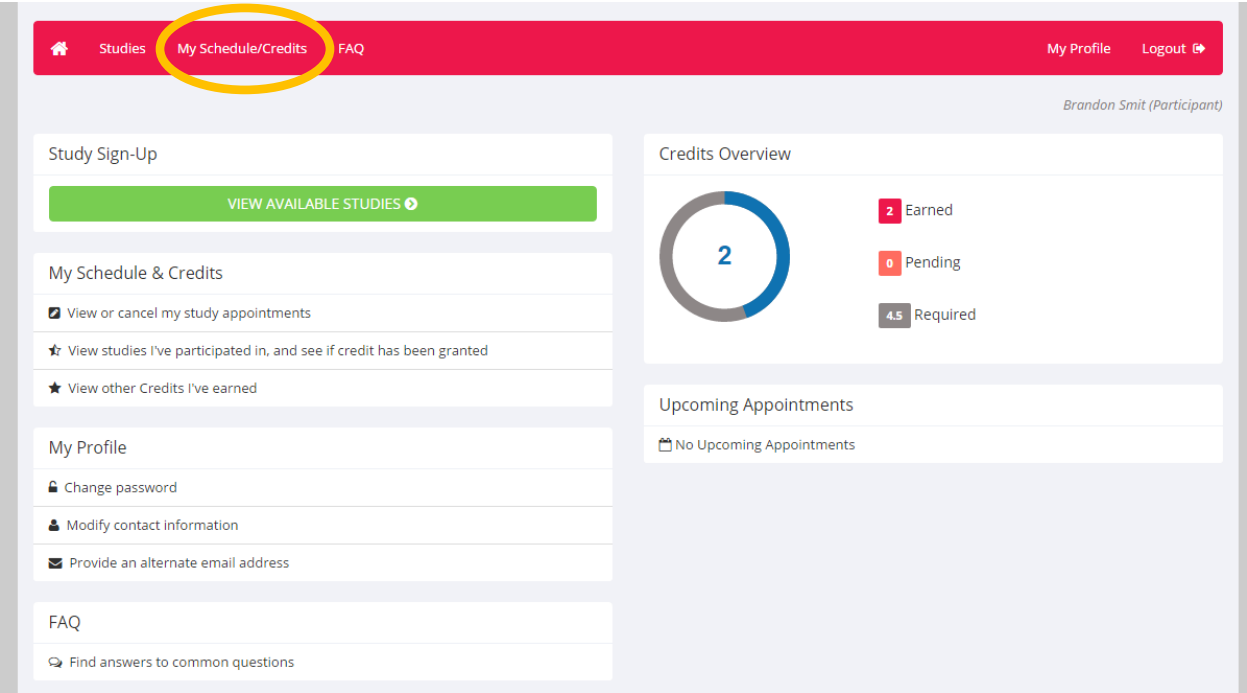


To sign up for study, click "View Time Slots for This Study". Please note for online studies, you do not have to complete the study at the time listed, you only need to complete the online survey before the deadline.



How can I check how many credits I have completed this semester?

Click the "My Schedule/Credits" tab on the homepage. Please note that the researcher will assign your credit, and you do not need to give anything to your instructor. It may take a day or two for your credit to be posted in the system, so please be patient.



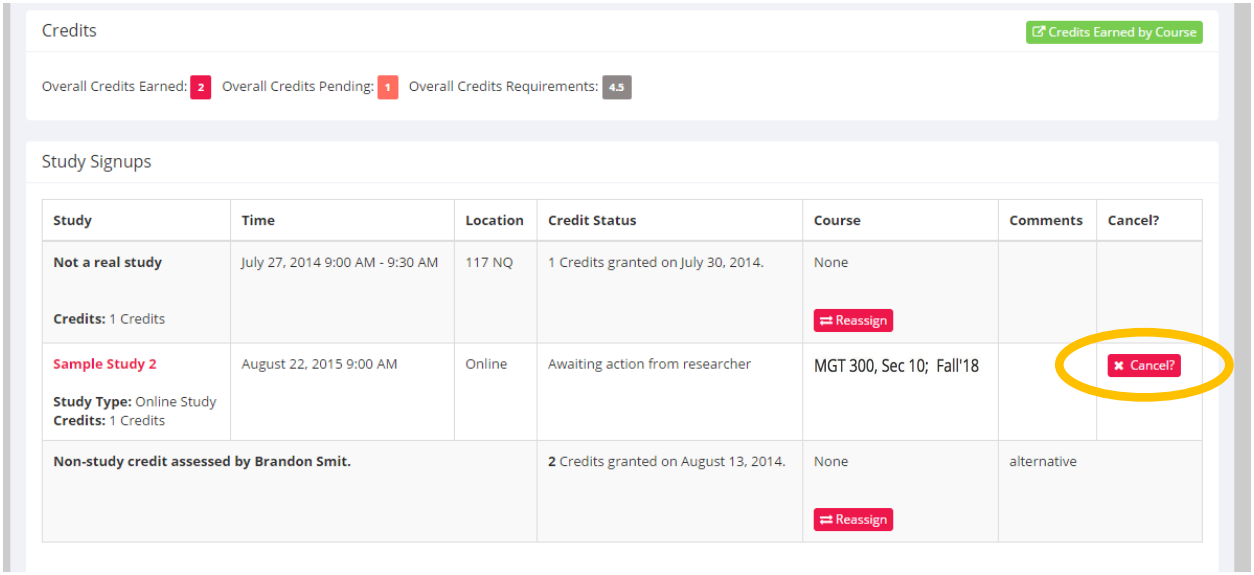
How do I cancel an appointment I've made?

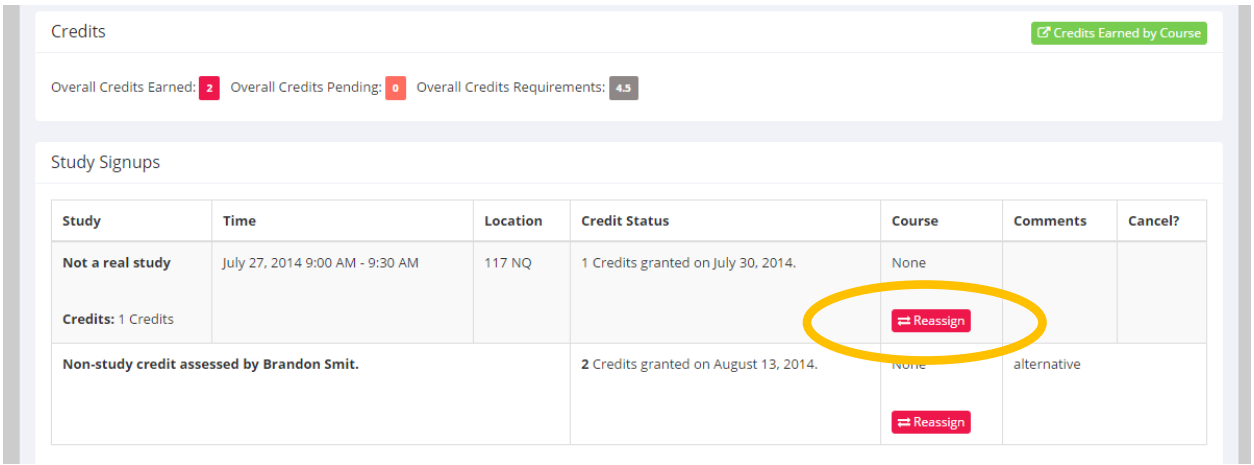
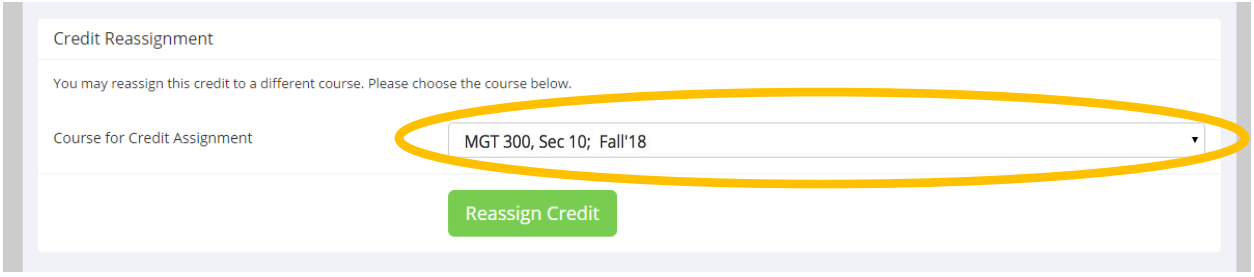
First, be sure the cancellation deadline has not passed. Oftentimes, you cannot cancel with less than 24 hours notice. If you are eligible to cancel, you can click the "My Schedule/Credits" tab on the homepage. From there, you can click "Cancel?" for the appropriate study. If it is too late to cancel, this message will appear instead.

****IMPORTANT****

There is a "three strikes" policy for research participation. If you accumulate three unexcused absences for research appointments, you will be permanently unable to participate in research in the future. Avoid this by scheduling appointments conscientiously, and notifying researchers if you are

unable to make an appointment. Even if the cancellation deadline has passed, and you know that you cannot make the appointment, contact the researcher anyway. It will be at his/her discretion to assign your absence as either excused or unexcused.



What if I am taking more than one class that requires research participation? How do I assign credits to specific classes?

Once you have selected a study to participate in, you can assign the credit to a specific class when you select an appointment through the drop-down menu below: